



# National Science Foundation

## *Excepted Position Vacancy*

**ANNOUNCEMENT NO:** E20020115

**OPEN:** 05/16/2002

**CLOSE:** 06/17/2002

**THIS IS A PERMANENT POSITION.**

Individuals wishing to apply to the Visiting Scientist, Temporary or IPA position see vacancy announcement number E20020116 –Rotator.

**POSITION VACANT:** Computer Scientist (Program Director), AD-1550-4. Annual salary ranges from \$78,265 to \$121,967.

**LOCATION:** Directorate for Computer and Information Sciences and Engineering, Division of Experimental and Integrative Activities, Institutional Infrastructure Program, Arlington, VA.

### **THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE**

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

The Division of Experimental and Integrative Activities promotes the development of experimental computer and communications research, furthers the evolution of multidisciplinary research involving CISE and other disciplines, contributes to the creation of a diverse personnel pool, carries out exploratory and prototype projects crossing organizational boundaries, operates special international activities, and supports special studies and analyses on issues affecting CISE disciplines. EIA supported experimental research generally spans several CISE areas and often involves infrastructure needs. In CISE, EIA plays a major integrative role in linking research and education through support for both CISE-specific and NSF-wide activities.

**DUTIES AND RESPONSIBILITIES:** The incumbent for this position will be responsible for the planning and administration of the program within the framework of the legislative, agency policies, missions, objectives and resources.

- Designs and implements the proposal review and evaluation process for the program to assure quality of research proposals to be recommended for funding and to assure the adequacy of review.
- Selects experts to serve as panel members for review of proposals insuring adequate representation of women, minorities, and the handicapped. Conducts programmatic review, determines funds availability, and evaluates similar or related projects.

- Serves as a consultant within NSF on scientific matters in the field of computer science and serves as the NSF spokesperson in this field. Provides authoritative and expert advice, interacts with other scientific experts and speaks for the Office Head in coordinating the efforts of others. Works with Advisory Committee and/or panels as necessary.
- Manages/monitors grants/contracts/cooperative agreements under their purview to ensure fulfillment of commitments to NSF. Evaluates program content by review of reports, publications and/or site visits. Revises budgets and project descriptions as necessary and provide guidance to program staff and oversees management of the program.
- In consultation with the supervisor, prepares program budget and operating requirements and serves in a lead capacity for coordinating the budget request plan for the Office Head.

**QUALIFICATIONS REQUIRED:** Applicants must possess a Ph.D. or equivalent experience in computer science, computer engineering, information science or computational science. In addition, at least six or more years of successful research, research administration, and/or managerial experience beyond the Ph.D. pertinent to the above disciplines.

**QUALITY RANKING FACTORS:**

1. Mastery of computer science or related field requiring the use of high performance computing and networking capabilities that demonstrates a comprehensive knowledge and understanding of its scientific principles and theories.
2. Knowledge of managerial and supervisory techniques to provide leadership, organize, plan, manage, direct, and supervise the work of the Program staff.
3. Research, analytical and technical writing skills in order to perform extensive inquiry into a wide variety of significant issues and make recommendations and decisions based on findings.
4. Skill in organizing, implementing and managing a program allocating resources to a broad spectrum of program goals.
5. Comprehensive knowledge and understanding of budget processes including developing, planning and budget formulation, presentation and execution.

**BASIS FOR RATING:** Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal, letter(s) of recommendation, and awards may also be used in the evaluation process.

**CONDITIONS OF EMPLOYMENT:** Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period may also be required.

**HOW TO APPLY:** You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). You must also submit a current Performance Appraisal or letter(s) of recommendation from professionals who can comment on your capabilities. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: ♦ Your country of citizenship. ♦ Your social security number. ♦ Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether they are semester or quarter hours. ♦ Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. ♦ If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. ♦ The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20020115. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Myra Loyd, on (703) 292-4363. For technical information, contact Dr. W. Richards Adrion, Division of Experimental and Integrative Activities on (703) 292-8980. Hearing impaired individuals may call TDD (703) 292-8044.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_

Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_

2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**